

Hall of Records
Commission

1. Requesting Agency

DEPARTMENT OF FORESTS & PARKS

2. Division or Bureau of Requesting Agency

DISTRICT OFFICES

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. WOODLAND FILE

File Arrangement: Geographic and Alphabetically therein

File consists of technical reports and surveys prepared by Department Foresters at the request of land owners as a part of the program of placing privately owned woodlands on a continuing productive basis. Periodic reports and additional information are added to the file. A 3" x 5" history card is maintained showing owner, location, area of woodland, estimates of lumber, value, amount of cut, and sale price. The recommendation below applies to both the report and survey file and the history card.

RECOMMENDATION: RETAIN FOR FIFTY YEARS AND THEN DESTROY.

Approved Hall of
Records Commission2. REFORESTATION AND WINDBREAK FILE

Departmental technicians prepare reports on reforestation sites for land owners who have filed requests to be included in the reforestation program. The reports are detailed surveys covering such things as suitable species of trees, land preparation, source of supply, planting, cultivating, etc. Resurveys are made periodically noting growth, survival, diseases, soil condition, etc. Earlier reports, including the original, lose their value as later data is added to the file. If no plantings are made after the original report is submitted the report has no value after 3 years; if after that time a decision is made to plant, a new survey is made even though the old report is still in the file.

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Signature

State Forester

Title

May 5, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 161

PAGE
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
A.	<p>Reports concerned with planted areas</p> <p>RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER FILING AND THEN DESTROY.</p>	
B.	<p>Reports concerned with areas not planted</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY</p>	
3.	<p>PLANTING CARD FILE</p> <p>Size: 3" x 5"</p> <p>The planting card is a brief summation of all information regarding the planting - shows location, planting plan, species, date of inspections and dates progress reports are submitted.</p> <p>RECOMMENDATION: RETAIN FOR THE LIFE OF THE PLANTINGS AND FOR THREE YEARS THEREAFTER: THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
4.	<p><u>FIRE CONTROL - GENERAL FILE</u></p> <p>File Arrangement: Subject and alphabetically therein</p> <p>File consists of special reports and studies, data concerning inter-agency cooperation and related correspondence.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
5.	<p><u>FIRE REPORT FILE</u></p> <p>File Arrangement: Chronological Audited by: State</p> <p>File consists of copies of reports sent to Annapolis for processing and billing. These are:</p> <p>Form 2 - Forest Fire Report Form 3 - Services and Expenses in Extinguishing a Forest Fire or Investigating Smoke Form 21- Expense Account for Extinguishing a Forest Fire or Investigating Smoke</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER: AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p><u>ROADSIDE TREE PERMITS</u></p> <p>Form No.: 8-A File Arrangement: Numerical Audited by: State</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY
BOARD OF PUBLIC WORKS

MAY 17 1955

J. Meluskey

Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

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NO. 3.4.
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No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

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and Board of Public
Works.

This permit is issued, primarily to utilities companies, allowing the trimming and removal of trees. Form indicates the work to be done and the location. A copy of the permit is also filed in the Departmental Office in Annapolis. Both copies are audited.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER; AND THEN DESTROY.

7. ROADSIDE TREE SUPERVISION

Size: 8 $\frac{1}{2}$ " x 11"

Two forms are used for billing utilities companies for the time and expense incurred by state employees for supervising the roadside trimming and removing operations.

Form 9 - For Services in Roadside Tree Work
Form 10- For Supervising Tree Work Along Public
Highways

Copies of the forms are forwarded to the Annapolis office for collection (District 4 does its own billing).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER; AND THEN DESTROY.

8. LAW ENFORCEMENT FILE

Audited by: State

File Consists of:

Form 29 - Report of Law Enforcement - shows infraction and location, disposition of case and fine paid. A copy is forwarded to the Annapolis office.

Form 44 - Law Enforcement Summary - quarterly statistical summary of enforcement actions. A copy is forwarded to the Annapolis office.

Warning Ticket - shows infraction, date, officer's name, violator's name, and location.

Summons - shows infraction, location, officer's name, name of violator, and magistrate hearing case.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER; AND THEN DESTROY.

9. FOREST PRODUCTS AND LICENSES

Audited by: State

APPROVED BY
BOARD OF PUBLIC WORKS.

Date..... MAY 17 1955

The Department licenses operators of various forest products.....

Secretary

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 161

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>businesses, such as sawmills, veneer dealers, pulpwood, mine prop operations, etc. Licenses are renewable annually filed in the Annapolis office as well as the District office. Both copies are audited.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
10.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>File Arrangement: Alphabetical by subject</p> <p>Correspondence concerned with the functions of the District Office. It is with individuals, state, local, and federal agencies, etc. The recommendation below includes correspondence in the Roadside Tree Survey File (Item 11).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
11.	<p><u>ROADSIDE TREE SURVEYS</u></p> <p>Department technicians make surveys with recommendation as to proper care, planting and future planting of shade trees along the public highways and on other public lands.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
12.	<p><u>DAILY REPORTS</u></p> <p>Form No.: 18 Size: 4" x 6" Audited by: State and Federal</p> <p>Reports are submitted by individual employees showing the distribution of their time among the various activities of the Department. The forms are used for payroll and budget preparation. Copies of the reports are forwarded to the Annapolis office - both copies are necessary for audit.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER; AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
13.	<p><u>ACCOUNTING RECORDS</u></p> <p>Audited by: State and Federal</p> <p>The listed items are necessary for audit in the District offices, even though they are duplicated in the Annapolis office. Other accounting records are audited in the Annapolis office and the copies retained in the District offices are considered non-record</p>	<p><i>Approved Hall of Records Commission</i></p>

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 161PAGE
NO. 5.4.
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5. Description of Records

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Works.

within the meaning of the statute governing non-record material
(Act 46, Sec. 155, Annotated Code of 1951).

Form 4 - Expense Accounts

Form 20 - Motor Vehicle Record

Notice of Award (Forest and Parks form)

Cancelled checks

Bank Statements

Deposit Slips

Cash Receipts

Receipts for monies deposited in Annapolis
to District Account

Timber Sales Contracts

Special Use Permits

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER
IS LATER; AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS
Date MAY 17 1955

J. McEluskey
Secretary